

Community Use of School Facilities/Equipment:
Use of School Equipment

The Superintendent, the Superintendent's designee, and the Principal of each school, who shall for the purpose of this regulation be a special designee of the Superintendent with powers expressly limited to the principal's assigned school and the personal property assigned thereto, is authorized to permit use of school division personal property by employees of the board and other governmental agencies of Stafford County provided that:

1. such use shall not impair the efficiency of the schools or adversely impact the school program;
2. such use shall be for a specific period of time of reasonable duration and with the return date specified;
3. the user shall be financially responsible for prompt return of property in the same condition as when received, reasonable wear and tear expected;
4. the user shall be properly identified as either an employee of the board or the employee/representative of another governmental agency of Stafford County;
5. the user shall execute an agreement providing for the use and return of the property, and the property shall be identified in the agreement; use of the property shall be limited solely to that person or agency executing the agreement and such use shall not be for financial gain;
6. in the case of the user being another governmental agency, a letter upon the agency's letterhead shall be required describing the use to which such property shall be put;
7. the use of property shall not be permitted by any employee or employee/representative of another Stafford County governmental agency who has not in the past timely returned such property in the appropriate condition; and,
8. the condition of the property shall be checked at the time of return, or as soon thereafter as is reasonable.

Approved by Superintendent: March 13, 1997